

**D.O.T.D.
SPECIFICATIONS FOR
TEMPERATURE CONTROL SYSTEMS MAINTENANCE AND INSPECTION
FOR DOTD MATERIALS AND TESTING SECTION**

ADDRESS: 5080 FLORIDA BLVD., BATON ROUGE, LA. 70806
CONTACT: RICHIE CHAROENPAP, P.E.
PHONE: 225-248-4131
PURPOSE

The purpose of this contract and these specifications is to provide for total coverage of temperature controls and the maintenance of the automatic temperature control systems serving buildings number one (1), two (2), and six (6) so that it will perform in accordance with proper design operating conditions. A mandatory jobsite visit is required prior to submitting bid to determine the amount of labor, tools and materials required to fulfill the obligations of this contract.

PREVENTIVE MAINTENANCE

Preventive maintenance to be performed shall consist of furnishing all labor, tools, and replacement parts as required to provide complete maintenance service of the temperature controls.

All work under this contract shall be performed by factory trained skilled service specialists directly employed and supervised by the contractor. Copies of all service performed shall be signed by the contractor and the Department, each retaining a copy of their files. A minimum of four (4) inspections per year shall be made. Inspections will be scheduled in the months of FEBRUARY, MAY, AUGUST and NOVEMBER.

The preventive maintenance work shall be done on a regularly scheduled basis. The time to complete this work shall not be less than sixteen (16) hours per inspection. The work shall commence on the first Monday of each designated month, and shall continue on sequential working days until complete, but not later than the first week. If for some emergency reason, the contractor cannot comply with these time limits then the contractor must get approval from the Facility Maintenance Master to reschedule.

CONTRACTOR QUALIFICATIONS

It is imperative that the maintenance of these systems be made by a contractor who has satisfactorily maintained the manufacturer's control systems of the grade and to the degree called for in the specifications hereinafter described for a period of at least one (1) year in the State of Louisiana. Bids will be considered only from bidders who are regularly established in the business called for and who, in the judgment of the Department, are financially responsible and able to show evidence of their reliability, ability, experience, equipment facilities, and persons directly employed or supervised by them to render prompt and satisfactory service providing references.

INSURANCE

Public liability insurance and workmen's compensation shall be carried by the contractor and a certificate of insurance shall be furnished within ten days after notification. The limits of such insurance shall be as follows

and shall be from a company licensed to do business in the State of Louisiana (see attached insurance requirements).

GENERAL PROVISIONS

All planned maintenance service under this contract shall be performed during the working hours of 7:00 a.m. to 3:30 p.m., Monday thru Friday. The Department shall provide reasonable means of access to all equipment covered by this contract. Contractor will be free to start and stop all primary equipment incidental to the operations of the mechanical systems as arranged with the Department's representative. Contractor's personnel must advise the Maintenance Master upon their arrival, make necessary arrangements for inspection and upon completion discuss the results of inspection.

COMPONENT REPLACEMENT

Contractor shall furnish and replace worn, failed, or doubtful components and/or parts. Replacement equipment will be original manufacturer and of like or current design to minimize system depreciations and obsolescence.

Repair parts and replacement devices shall be readily available at all times during the contract period.

EMERGENCY SERVICE

Every activity performed under this agreement is designed to minimize the incidence of emergency situations. However, back-up emergency service shall be provided 24 hours a day, 7 days a week at no extra cost to the Department, to minimize downtime and inconvenience.

Contractor must respond to emergency calls and repair equipment within 8 hours. Any parts that are to be prepared away from job site are to be replaced from contractor's stock, while repairs are being made at no extra expense to the Department.

PNEUMATIC CONTROL SYSTEMS

Contractor shall check all control devices for leaks, sticking stems, defective actuators, etc., and shall lubricate, repair, and adjust as required. Control valve repair is to include all necessary valve parts unless it can be shown that complete body replacement is required. Contractor shall repair or replace worn parts or complete controls with new or reconditioned equivalents as conditions warrant.

All inspections shall be documented on Materials and Testing Section forms available from the Engineering Technician, DCL.

Every control component shall be inspected, calibrated and any deficiencies discovered rectified at least quarterly as follows:

Air Compressors (Bldgs. 2 & 6)

1. Drain tank and check traps for clogs.
2. Change oil and check for proper oil pressure.
3. Verify correct operation of unloader and check valve.
4. Check high pressure safety valve.
5. Check motor operating conditions and lubricate.
6. Check PE switch, starter and alternator.
7. Check belt and sheaves and change as required.

8. Change suction filter as required.
9. Clean and paint as required.
10. Record compressor run time, voltage, and amp draw.

Refrigerated Air Dryers (Bldgs. 1, 2 & 6)

1. Check refrigerant pressure
2. Check refrigerant temperature.
3. Clean condenser and cover grilles.
4. Check drain trap and bypass valves.
5. Clean and paint as required.

Filter and Pressure Reducing Stations (Bldgs. 2 & 6)

1. Check particle filter (change as required).
2. Check oil filter (change as required).
3. Check pressure reducing valve settings.
4. Check high pressure safety valve.

Building #1 Damp Room Chiller Controls (Bldg. 1 only)

1. Check all solenoid value control devices.
2. Check all system gauges.
3. Check all control valves. Clean if needed.

Schneider Electronic I/A Series Energy Management System (Building #1 only)

1. Check sequence of operation of master controller in downstairs mechanical room.
2. Check sequence of operation and calibrate all electric VAV boxes.
3. Check and calibrate all electronic wall mounted room temperature controllers.

Boiler, Chiller, Converter, Pumps and Zone Control (Bldgs. 2, & 6)

1. Calibrate all controllers.
2. Calibrate all transmitter and receiver gages.
3. Check all PE switches.
4. Check all control valves.
5. Check all positive positioning devices.
6. Check all auxiliary control devices.
7. Check all gas regulator valves and pilot light assemblies on all boilers.

Fan Systems and HVAC Unit Controls (Bldgs. 2 & 6)

1. Verify proper sequence of operation.
2. Check all dampers for proper operations and lubricate.
3. Check positive positioning devices.
4. Check all control valves.
5. Calibrate all controllers.
6. Calibrate all transmitters and receiver gages.
7. Check all solenoid air valves, PE switches, and air valves.
8. Check all auxiliary control devices.
9. Clean/wipe down panel face and panel interior.

Room-Terminal Unit Controls (Bldgs. 2 & 6 only)

1. Check and calibrate all room stats.
2. Check all control valves.
3. Check operation of automation condensation controls.
4. Check operation of all dampers and lubricate.
5. Check all PE switches, solenoid air valves and limit controls.
6. Check operation of all auxiliary devices.
7. Repair or replace all leaking tubing.

BREAKDOWN MAINTENANCE

Breakdown repair work shall be done on an as needed basis, and shall not coincide with the time allotted for preventive maintenance. Repair work shall be documented separately, and the minimum time for preventive maintenance extended by any preventive maintenance time used for repair. No charges will be allowed for any repair work performed during the life of this contract.

GUARANTEE

The contractor agrees to accept full responsibility for the entire system as it exists on the effective date of this contract, and to leave them in first class condition on the termination date. Should the contractor fail to render the services ordered under this contract in the manner and within the time specified, the Department reserves the right to cancel the contract for services which the contractor has failed to render in the manner and within the time specified. Termination under this article shall not affect or relieve either party of any obligations or liability that may have occurred prior to such termination. The Department reserves the right from time to time to employ others to make such tests as they may deem advisable and when it is found that the systems are not up to proper standards, the State of Louisiana, Department of Transportation and Development may immediately demand from contractor that the systems be placed in proper condition.

If the demand is not promptly complied with, the State of Louisiana, Department of Transportation and Development may cancel agreement and enter an agreement with other to perform such work and deduct the total cost thereof, from the contractor's charge for the services specified, or if contract has expired pay additional cost incurred. The DOTD Materials and Testing Section reserves the right to act as the sole agent in determining if service is satisfactory, including a determination of whether parts need replacing. The contractor's failure to comply with Department's demands in this regard within a reasonable time will constitute a circumstance under which the Department may cancel the contract upon giving thirty (30) days written notice.

The contractor shall maintain an adequate number of trained personnel in Louisiana at all times to perform major repair work as well as routine maintenance work and these trained personnel shall be directly employed and supervised by him.

INVOICING

Invoices are to be mailed to the LA DOTD Materials and Testing Section, 5080 Florida Blvd., Baton Rouge, LA 70806.

JOB SITE VISIT CERTIFICATION

Vendor should contact **RICHIE CHAROENPAP** at **225-248-4217** or **225-248-4131** to schedule inspection.

If Mr. Charoenpap is unavailable, contact Dan Bell at 225-223-8605.

This signed statement certifies that the vendor named below has visited the job site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

Vendor's Company Name

Vendor's Signature

Louisiana Department of Transportation & Development

DOTD Agency Signature

Date

NOTE: This certification should be signed by vendor and DOTD representative and submitted with proposal. Failure to do so will result in non-consideration of bid.

A signed letter from the DOTD representative stating that vendor has visited the jobsite may be substituted for the above.